

Adjutant General's Department

11/25/2013

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public

<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Topeka	1,2,3	Unclassified Full-time	NEW Engineering Technician Senior GIS/CAD Focus Civil Engineering, Forbes ANG https://www.da.ks.gov/ps/pub/reginfo.asp?id=176161	190 th ANG Topeka	Dec 15, 2013
Topeka	1,2,3	Unclassified Full-time	Industrial Mechanical Technician Public Works https://www.da.ks.gov/ps/pub/reginfo.asp?id=176062	CFMO Topeka	Dec. 1, 2013
Topeka	1,2,3	Unclassified Full-time	Fire Protection Supervisor Assistant Fire Chief Forbes ANG, Fire Department https://www.da.ks.gov/ps/pub/reginfo.asp?id=176004	Forbes Fire Department Topeka	Open Until Filled
Topeka	1,2,3	Unclassified Full-time	Resource Protection Officer State Security Forces, Forbes ANG https://www.da.ks.gov/ps/pub/reginfo.asp?id=176039	190 th ANG Topeka	Nov 26, 2013
Wichita	1,2,3	Unclassified Full-time	Building Systems Technician McConnell ANG, Civil Engineering https://www.da.ks.gov/ps/pub/reginfo.asp?id=175620	McConnell CE Wichita	Nov. 30, 2013

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

HOW TO APPLY FOR A POSITION AT THE ADJUTANT GENERAL'S DEPARTMENT

The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>
(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to JANICE.L.HARPER5.NFG@MAIL.MIL. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov OR contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.
Stephanie Burdett: 785-274-1460 Janice Harper: 274-1386 Jo Boswell: 274-1391

NOTE: On-line application and listing of other State Vacancies are available on the Internet, www.jobs.ks.gov

incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. The Adjutant General's Department is an Equal Opportunity Employer.

MEETING MINIMUM QUALIFICATIONS: In order to be qualified for any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the specific position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

REQUIRED DOCUMENTS: The following documents must be submitted by the job closing date.

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application.)
- Kansas Tax Clearance Certificate: Apply at Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>.
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML.Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML.Upload/files/TAG%20306(1).pdf).
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, JANICE.L.HARPER5.NFG@MAIL.MIL.

NEW Engineering Technician Senior **GIS/CAD Focus** **ANG Civil Engineering, Forbes Field, Topeka, KS**

Requisition # 176161 – Closes December 15, 2013 - Full time, unclassified with benefits, state position, \$19.16 to \$25.87 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 12/15/2013.

Job Description: Functions as the cartography, mapping and drafting specialist for the 190th Air National Guard Refueling Wing's Civil Engineering Section, as well as a technical project reviewer with some project design/management responsibilities. The primary work involves cartography/mapping by managing the section's GIS program, including the creation of GIS data layers and databases, the creation and maintenance of metadata in FGDC and Geobase formats, the utilization of GPS for projects requiring site survey inputs, and the maintenance of existing GIS layers and databases. Also maintains CIP and geobased products. Additionally, the work includes site planning, drafting, inspections, quality assurance and limited project design/management tasks. This involves preparing and/or reviewing difficult tracings; performing detailed inking and plotting; making a variety of computations including independent cost estimates; detailing final plans for preliminary sketches; interpreting notes from survey crews; utilizing CAD, creative line drawing and/or a symmetric drawing from library or symbols; reviewing information to assist in ascertaining correct legal descriptions and ownership records; performing technical reviews and onsite inspections; interacting with Wing requestors of GIS products, staff engineers, A & E firms, vendors and NGB geobase and construction staff; preparing design options for engineers approval; creating final drawings and specs; producing a variety of specialty drawings and maps; and training others in the use of drafting and GIS tools.

Minimum and Preferred Qualifications: Requires a minimum of two years of education and/or experience in an undergraduate engineering, engineering technology, or architecture program including or supplemented by, knowledge of basic professional engineering principles and skill in the application of ESRI, Auto CAD, Arc GIS or closely related software programs; normal color vision; ability to safely work at heights up to 70 feet; lift object weighing 50+ pounds; work in strenuous body positions and in extreme temperatures.

Industrial Mechanical Technician **Construction Facilities Maintenance Office** **Public Works – Topeka, KS**

Requisition # 176062 – Closes December 1, 2013 - Full time, unclassified with benefits, state position, \$16.56 to \$21.13 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 12/01/2013.

Job Description: Employee will perform general maintenance in but not limited to the following categories:

- Interior/exterior finish work with paint, plaster, stains, tints or wall coverings
- Carpentry and masonry repairs to match existing structure

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To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

- Wall system construction/repair
- Architectural hardware installation/repair to include combination lock setting via PDA
- Grounds maintenance/tree and shrubbery care and mechanical repair of mowing systems
- Window replacements to include proper trim and molding
- Concrete placement/finishing
- Electrical wiring, trouble shooting and repair
- Replace, repair or install plumbing fixtures, faucets, valves, water heaters and related equipment
- Install, test and calibrates HVAC controls (pneumatic and electronic) for valves, dampers, etc.
- Make field modifications to sheet metal products when necessary
- Service, repair and replace electrical appliances, motors, fuses, switches and outlets
- Troubleshoot, maintain, repair and alter existing secondary circuits, electrical system, fire suppression systems and install breaker panels, race ways, branch conduit and circuitry
- Facility alterations with ability to read and interpret blueprints and drawings
- Perform preventive maintenance tasks as assigned to include but not limited to roof inspections, wire rope cable inspection, checking hoists and cranes and other structural requirements

Minimum and Preferred Qualifications: Requires a high school diploma or equivalent and five (5) years experience in mechanical and/or building trades. Physical ability to lift and move objects weighing up to 80 pounds is required. Physical and mental ability to work at heights up to 100 ft. is required.

Fire Protection Supervisor – Assistant Fire Chief 190th Air National Guard State Fire Department – Forbes Field – Topeka, KS

Requisition # 176004 – Open until filled - Full time, unclassified with benefits, state position, based on 2,912 hours per year the salary range is \$38,933 annual salary, \$13.37 hourly to \$52,561 annual salary, \$18.05 hourly commensurate with experience. This position may require work duty outside of regular business hours. This job is “Open until Filled” so get your applications in soon to be sure you are considered.

Job Description: Employee will provide supervision to a shift of airfield fire fighters and will perform the duties of the Base Fire Chief in his/her absence. In addition the employee will perform the following duties:

- Disseminate, explain and enforce instructions, directives and employment guidelines to insure subordinate personnel are properly operating as required.
- Supervise Fire Protection Personnel and military assigned fire fighters in making management decision in solving problems, providing precise and accurate decisions for fire fighting guidance. This includes but is not limited to, timesheets, approving leave, staffing, counseling, observing and evaluating performance, recommending merit increases, etc.
- Initiates and provides training as prescribed by DODI 6055.6 & NGR 5-1/ANGI 63-101. Verifies qualification and completion of training for each fire fighter assigned to his/her shift.
- Acts as Wing Fire Chief in his/her absence, which requires effective compliance with all Instructions, Directives, and Policies of higher headquarters; works on own initiative, judgment and knowledge, to assist in planning, development, establishment, implementation, and supervision of all fire protection operations.
- Performs rescue, fire suppression, fire fighting, hazardous materials containment and control and/or emergency medical (EMS) duties during emergency incidents at any time during a tour of duty.
- Reviews various truck and equipment usage, testing and inspection books/reports and other data in order to ensure compliance with regulations and that accurate data is entered into the computer.
- Attends and/or conducts committee and staff meetings, shift reports and briefings. Communications with customers on a daily basis and corresponds with counterparts at other Units and at the National Guard Readiness Center on an as needed basis.
- Maintains currency on assigned specialized crash fire fighting vehicles by self-familiarization and check rides given by a vehicle instructor on an annual basis.
- Directs and participates in physical fitness activities on an every shift basis.

Minimum and Preferred Qualifications: Requires a high school diploma or equivalent and no fewer than five (5) years of firefighting experience, four (4) of which must be in airfield firefighting. Must hold the following licenses, certificates and registrations:

- Fire Officer III
- Hazardous material Incident Commander
- EMT First Responder, EMT or

Resource Protection Officer State Security Forces, Forbes ANG, Topeka, KS

Requisition # 176039 – Closes November 26, 2013 - Full time, unclassified with benefits, state position, \$13.61 per hour. Standard 40 hour work week with actual hours, days of work and days off to be determined. All application must be received by the closing date of 11/26/2013.

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To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

Job Description: This position provides armed security base-wide, performs access control, asset protection & surveillance monitoring, and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

Minimum and Preferred Qualifications: Requires one year of armed security or police work. Possession of Air Force AFSC in Security Police &/or comparable Law Enforcement certification; or satisfactory completion of Air Force Security police augmentee training & six months of armed Air Force security police work. Education of 12 semester hours in criminal justice and 6 months armed security work may substitute for one year of experience. Requires drug screening; high school graduate or GED; must be at least age 21; no felony convictions by a civilian or military court; qualify semi-annually on duty weapons, pass annual physical fitness requirement.

Building Systems Technician McConnell ANG – Civil Engineering, Wichita, KS

Requisition # 175620 – Closes November 30, 2013 - Full time, unclassified with benefits, state position, \$18.71 to \$23.00 per hour commensurate with qualifications and skill level. Standard 40 hour work week scheduled Monday thru Friday between 7:00 AM to 3:45 PM. All application must be received by the closing date of 11/30/13.

Job Description: Qualified candidate will have a valid Master's or Journeyman's Mechanical license and a minimum of 5 years verifiable, extensive hands-on experience troubleshooting and maintaining complex HVAC systems including Chilled Water systems, Geo-Thermal Heat Pump systems, Cooling Towers, Direct Expansion Cooling Systems, Energy Recovery Wheels, Air Handling Units, Direct Digital Control Systems, VFD Motor Controls, Boiler Systems, Circulation Pumps, Refrigerant Reclamation, low voltage control wiring, control valves and dampers etc. Candidate will have a general knowledge and some hands-on experience with plumbing and waste and vent piping. An exceptional qualified candidate will have a general knowledge of facilities' electrical systems including lamp/ballast installation, conduit/conductor installation, motor control and basic electrical troubleshooting skills.

Minimum and Preferred Qualifications: Requires a high school diploma or equivalent and 60 months verifiable experience in the commercial/industrial heating, ventilation and air conditioning trade. Additional 24 months experience can be in electrical, plumbing and carpentry trades. Certificate/diploma from a reputable trade school in the HVAC trade may be substituted for 12 months of the required 60 months experience. Physical ability to lift and move objects weighing up to 50 pounds safely is required and the ability to work with elevated platforms up to 100 feet in height. Must be able to pass Grade 1 Color Vision Test.

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